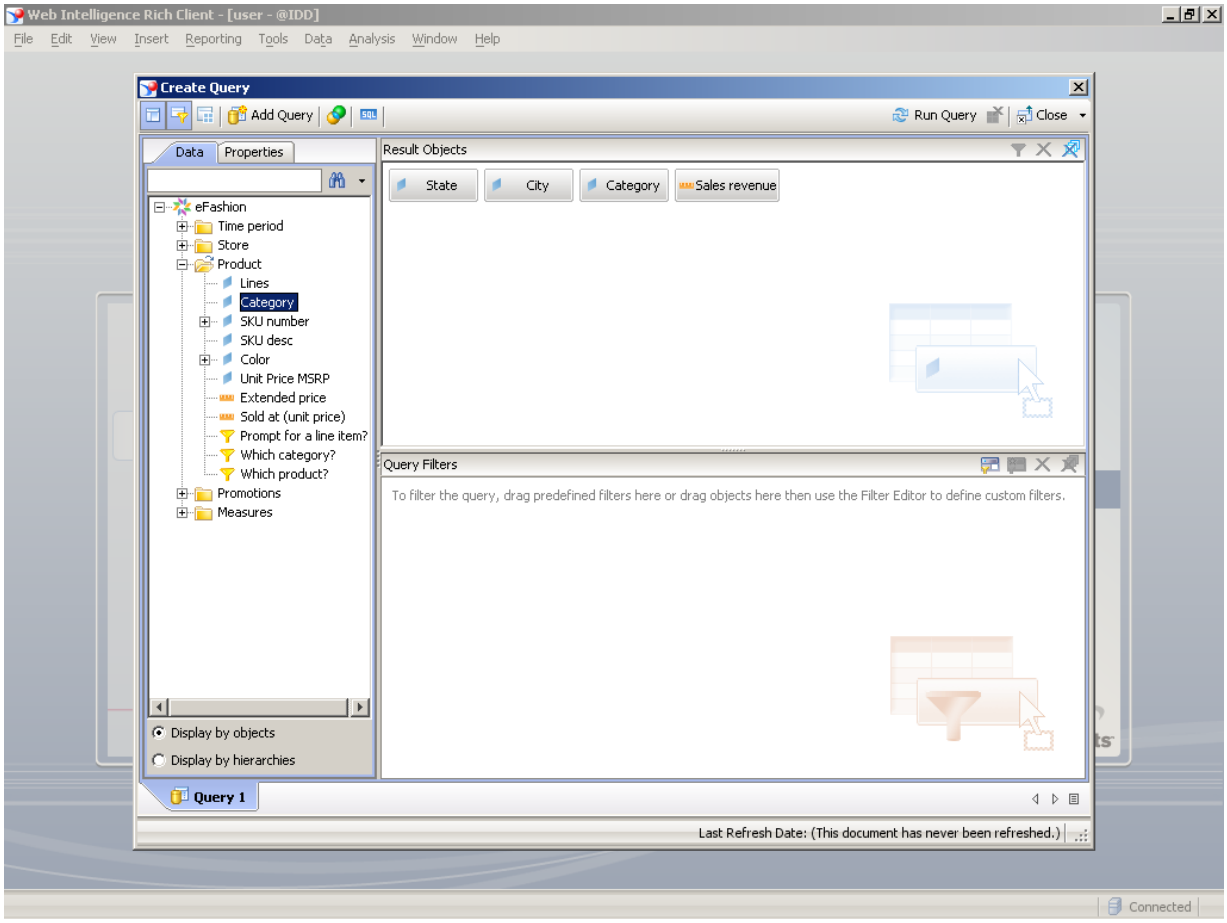
Procedure

1. Start the transaction using the menu path or transaction code.

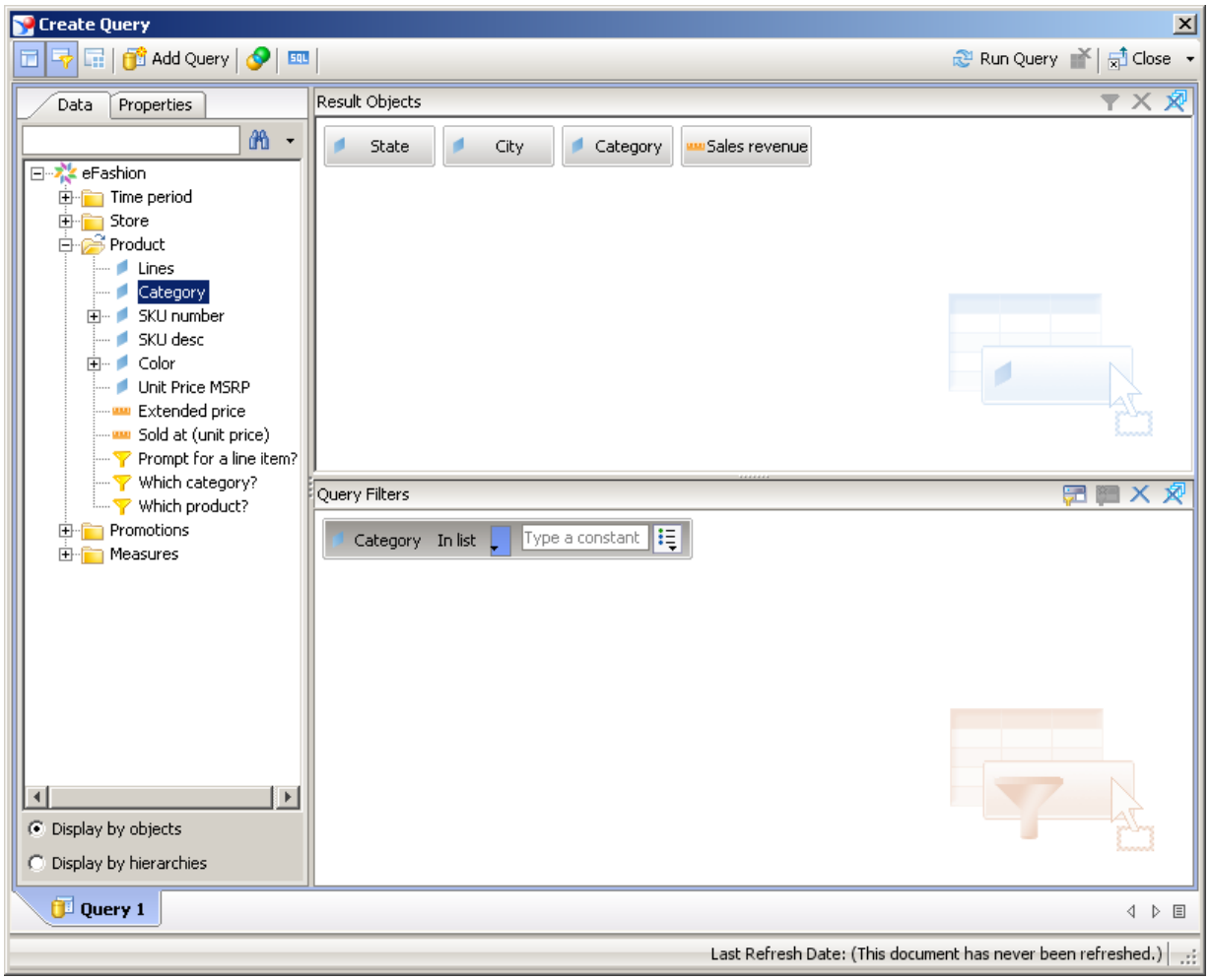
Create Query



2. Drag **Category** to the **Query Filters** pane.

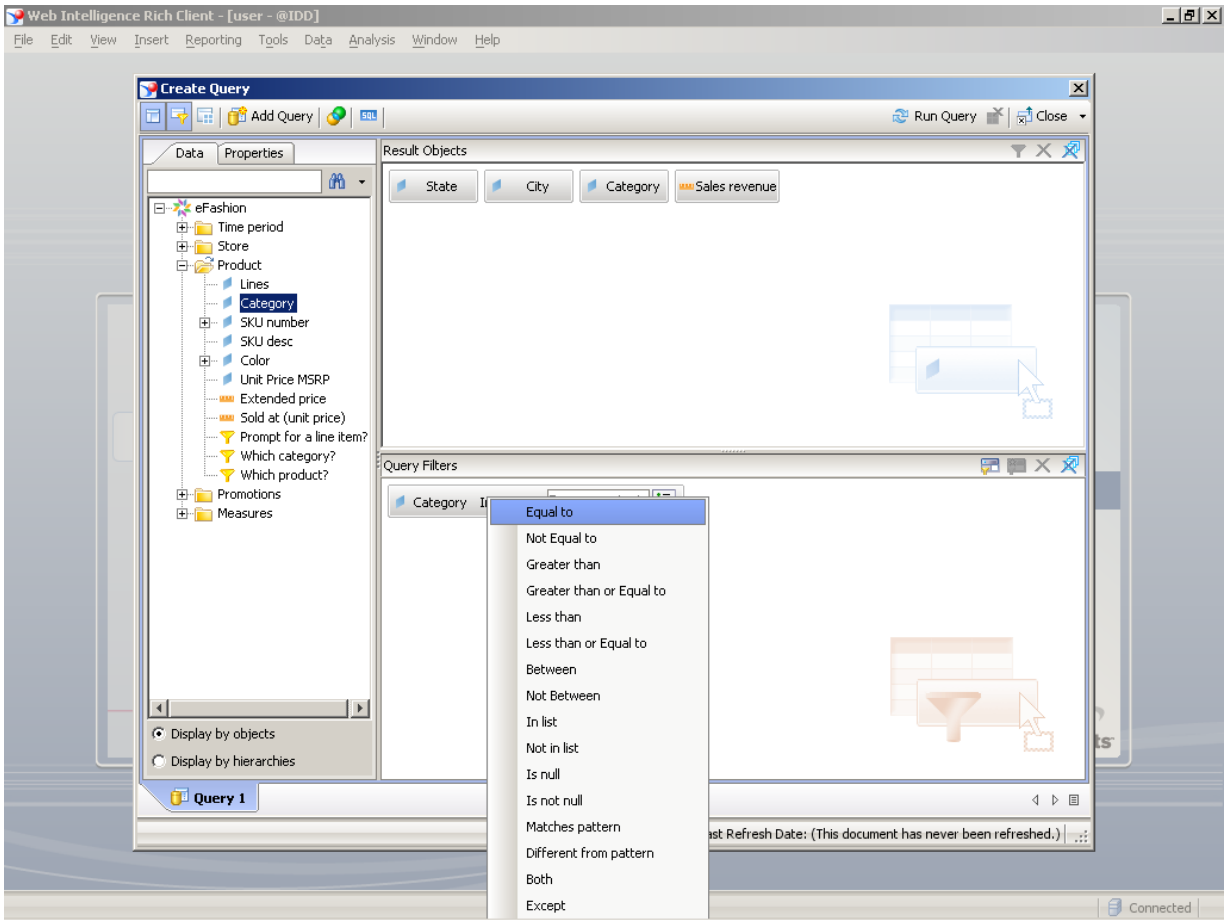
In this exercise, you create a filter that will prompt the user to select a product category to view in the report.

Create Query



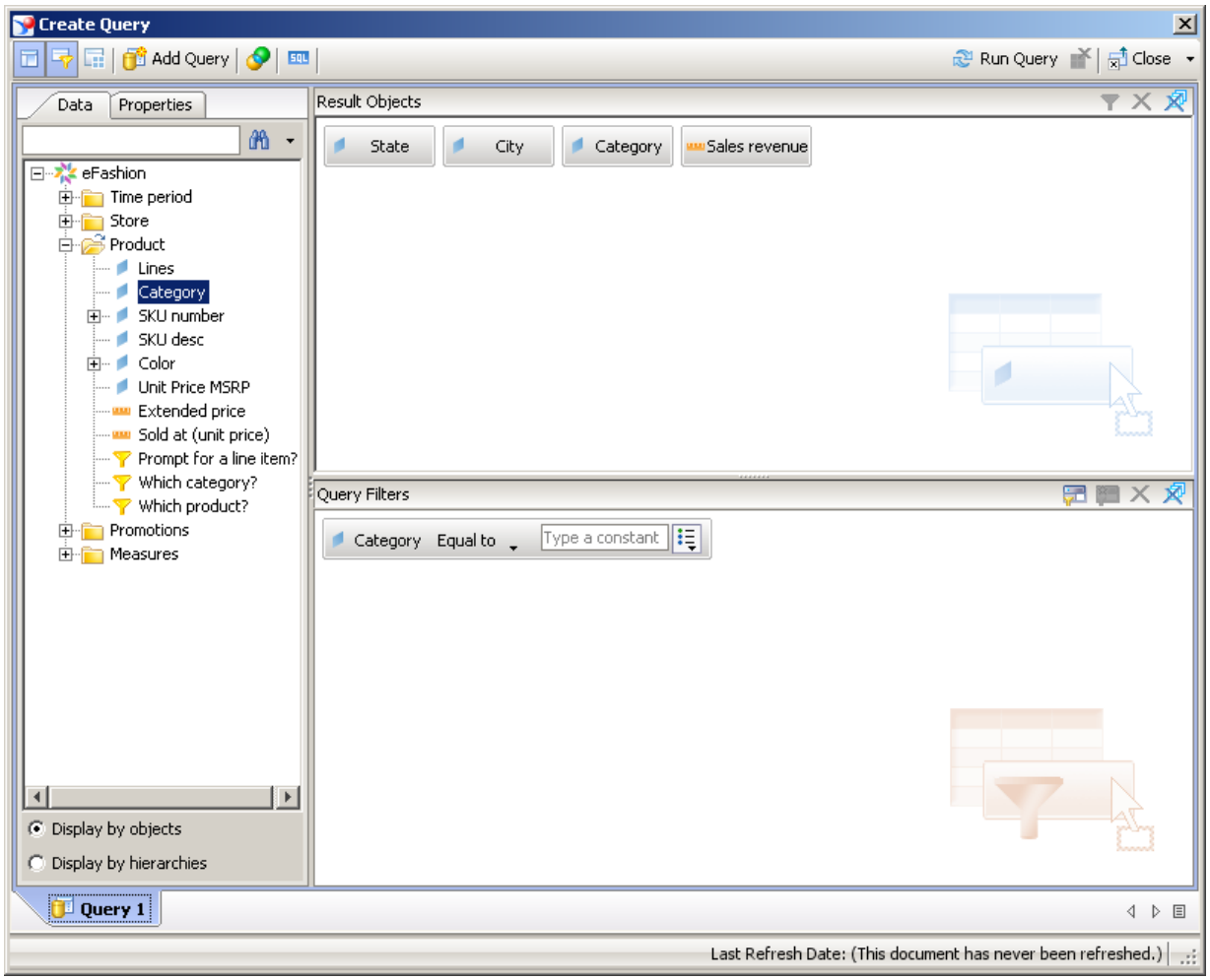
3. Click **In list**.

Create Query



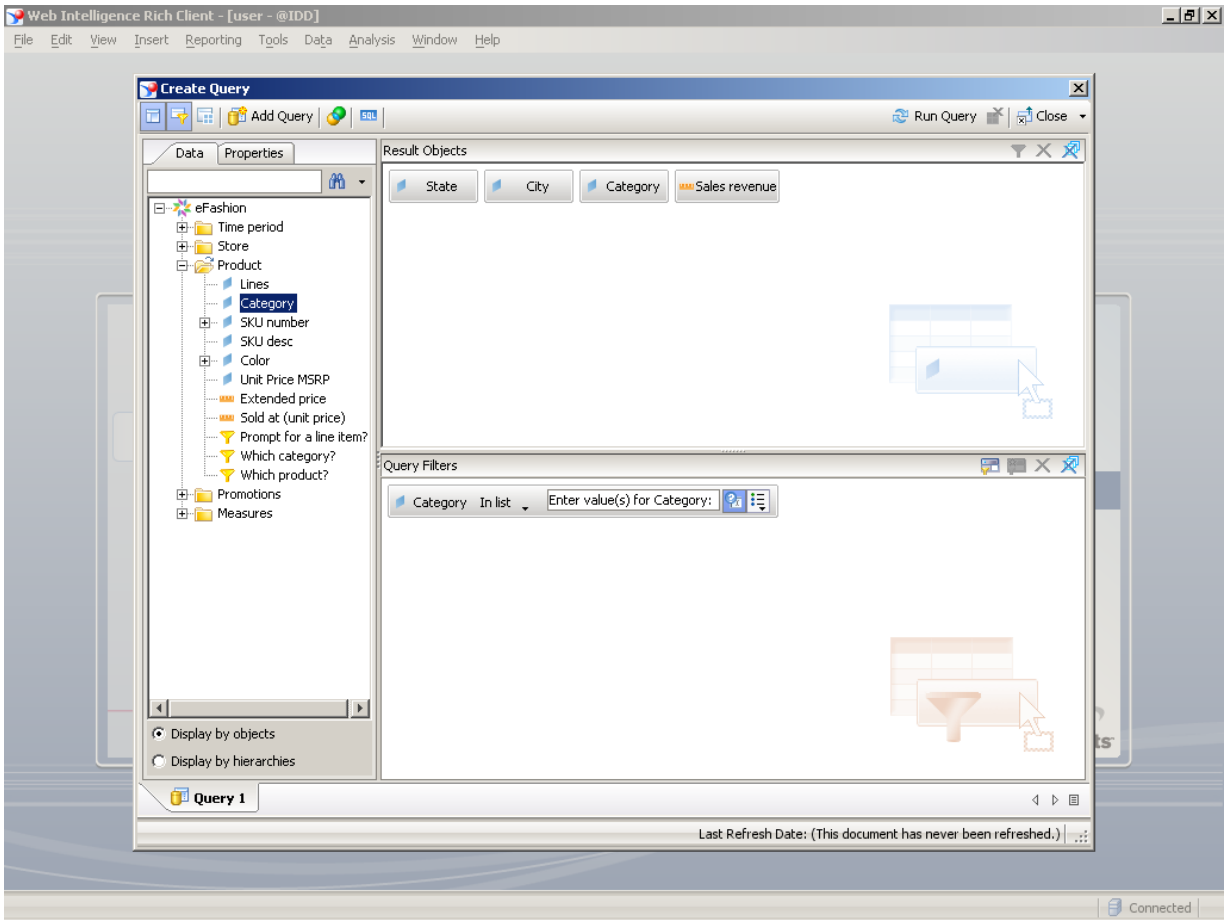
4. Click **Equal to**.

Create Query



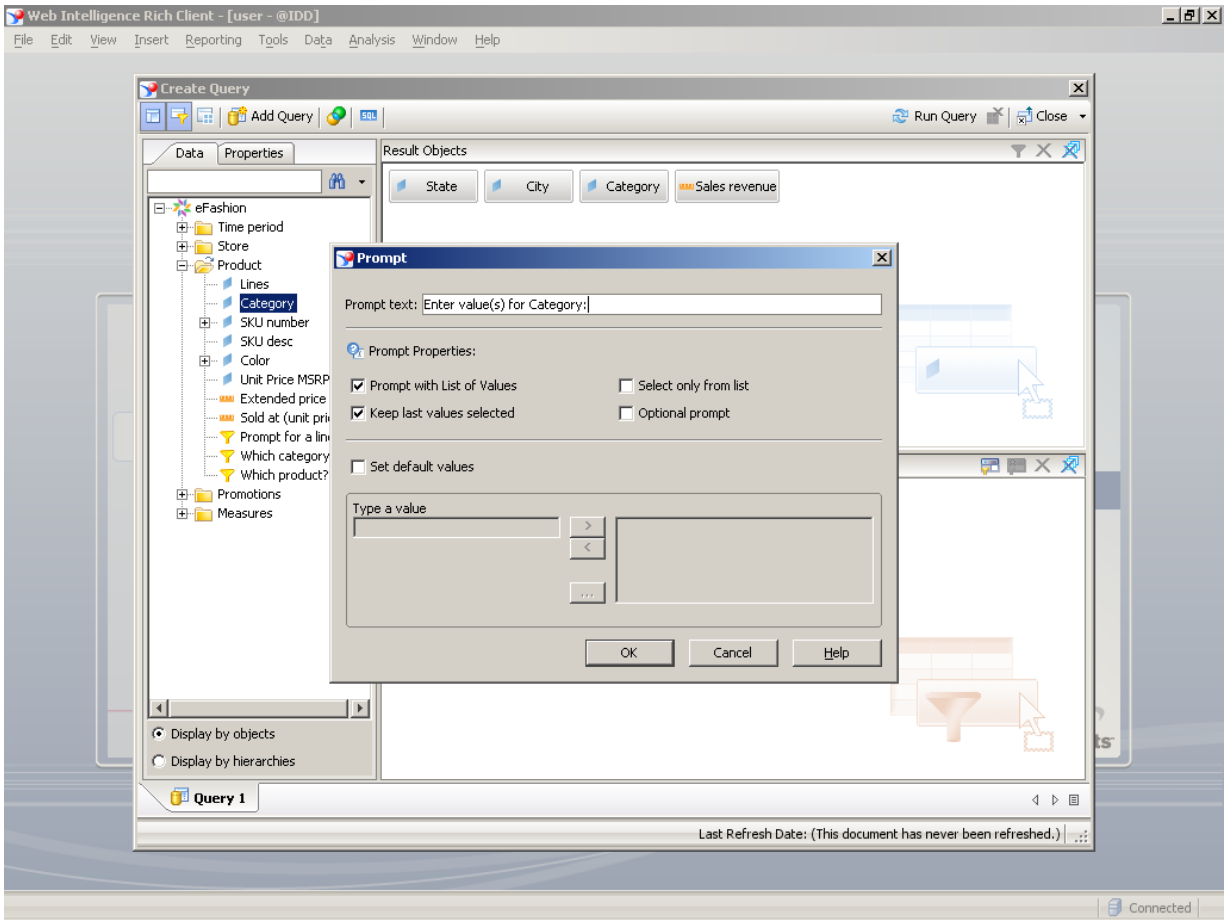
5. Click **Type a Constant**.
6. Click **Prompt**.

Create Query



7. Click **Prompt Properties**  .

Prompt



8. Click in the **Prompt text:** field.

The Prompt dialog box appears. Change the message that will be displayed to prompt the user, so that it is easier to understand.

In the actual application, you would highlight the text with your mouse and then type over it.

9. As required, complete/review the following fields:

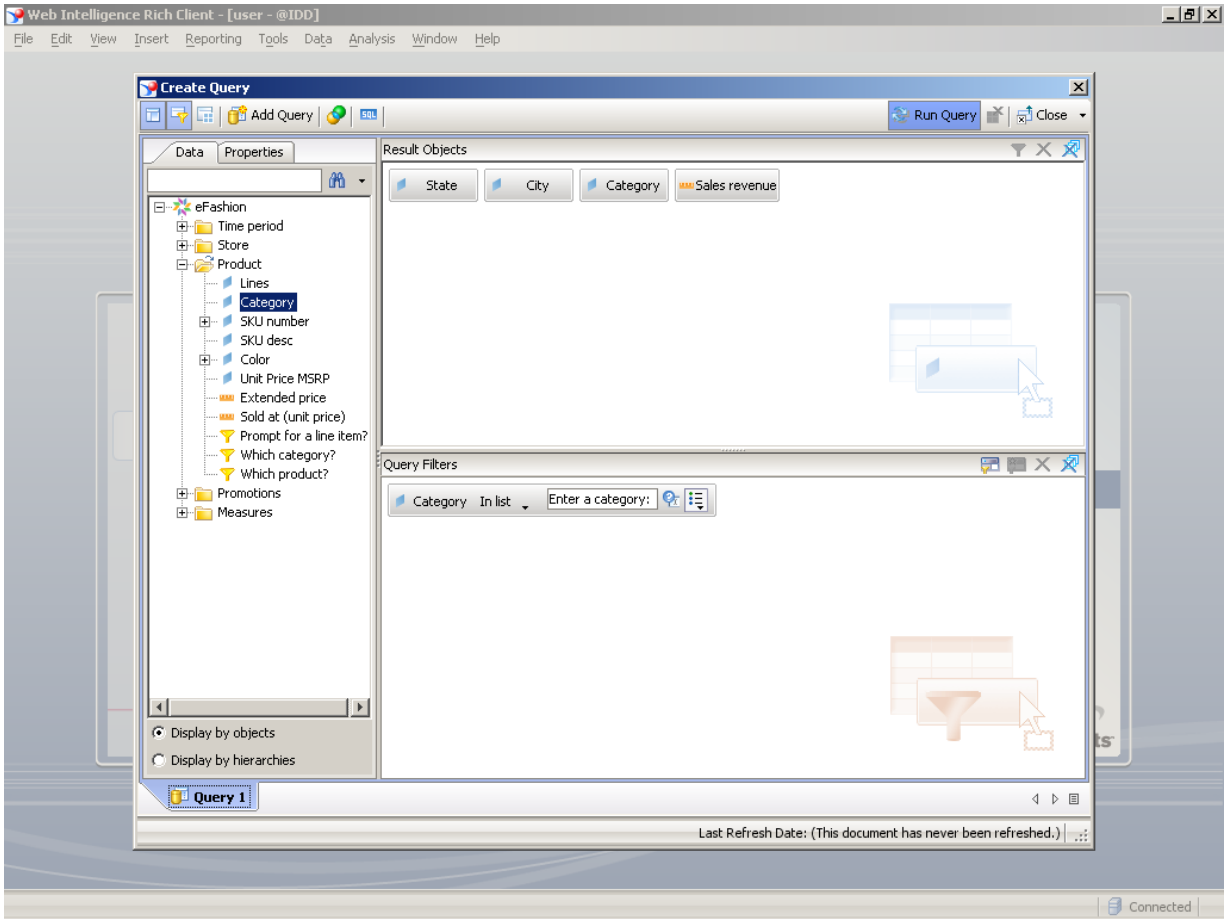
Field	R/O/C	Description
	R	**Example:** Enter a category:

10. Click the **Keep last value(s) selected** checkbox.

To ensure that users are prompted to choose a category each time they run the query, deselect the Keep last values checkbox.

11. Click **OK**.

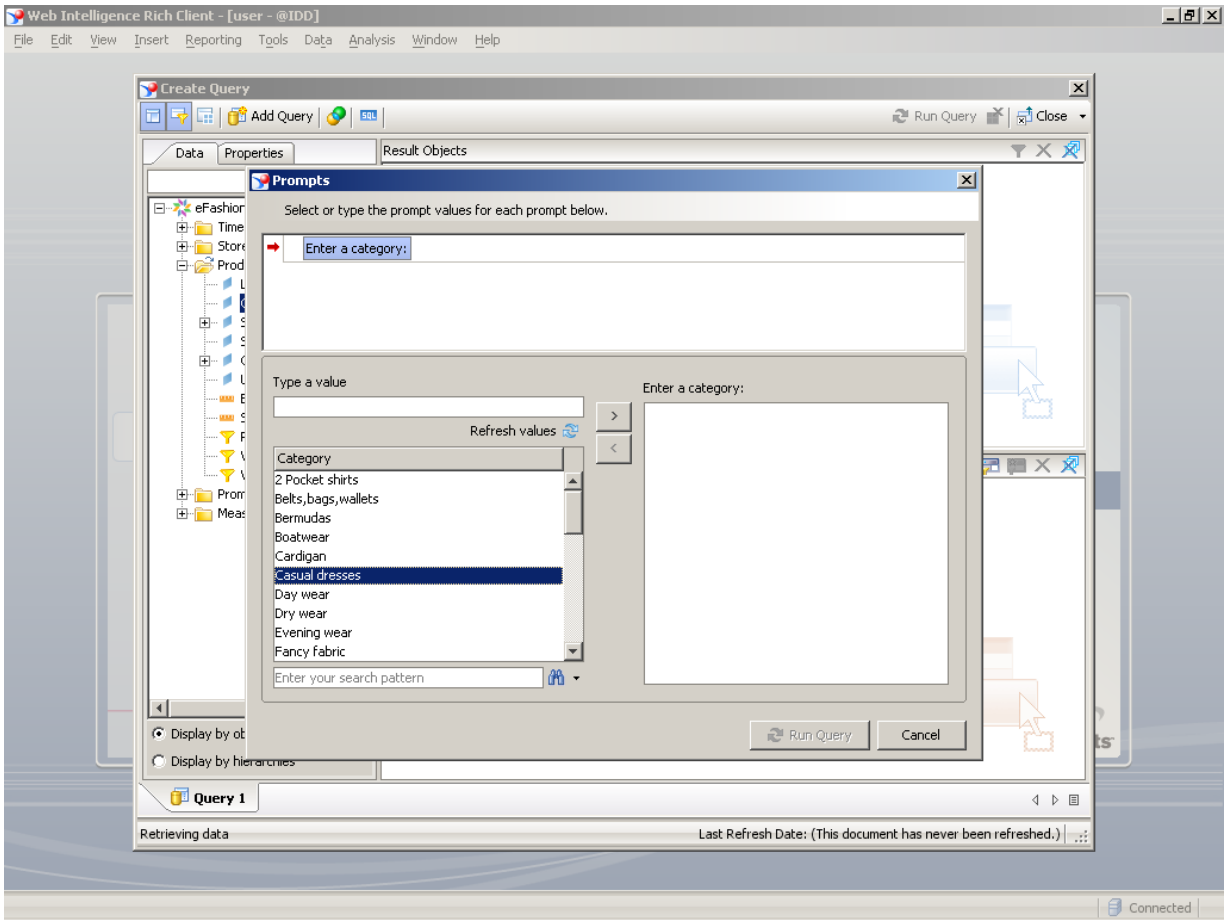
Create Query



12. Click **Run Query**.

The Web Intelligence Rich Client displays the filter definition in the Query Filters pane.

Prompts



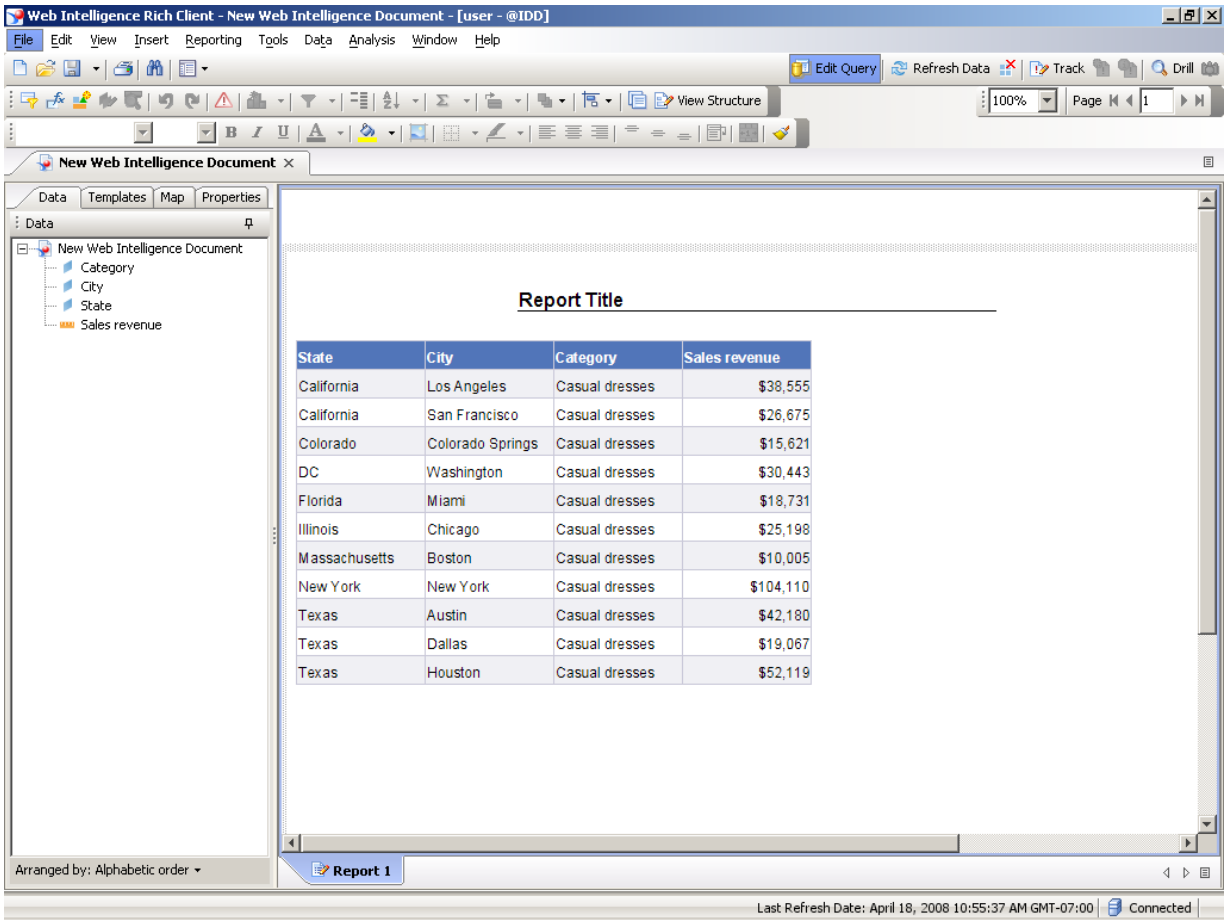
13. Double-click **casual dresses**.

Before the query can be executed, the Prompts dialog box appears, and requests you select the value you want to view in the report.

This box is presented to any user who refreshes the data or edits the query in this document.

14. Click **Run Query**.

Web Intelligence Rich Client



15. Click **Edit Query**.

Only data concerning casual dresses is displayed in the report.

Edit this prompt to specify a value that you would like to display when the query is first run.

16. Click **Equal to**.

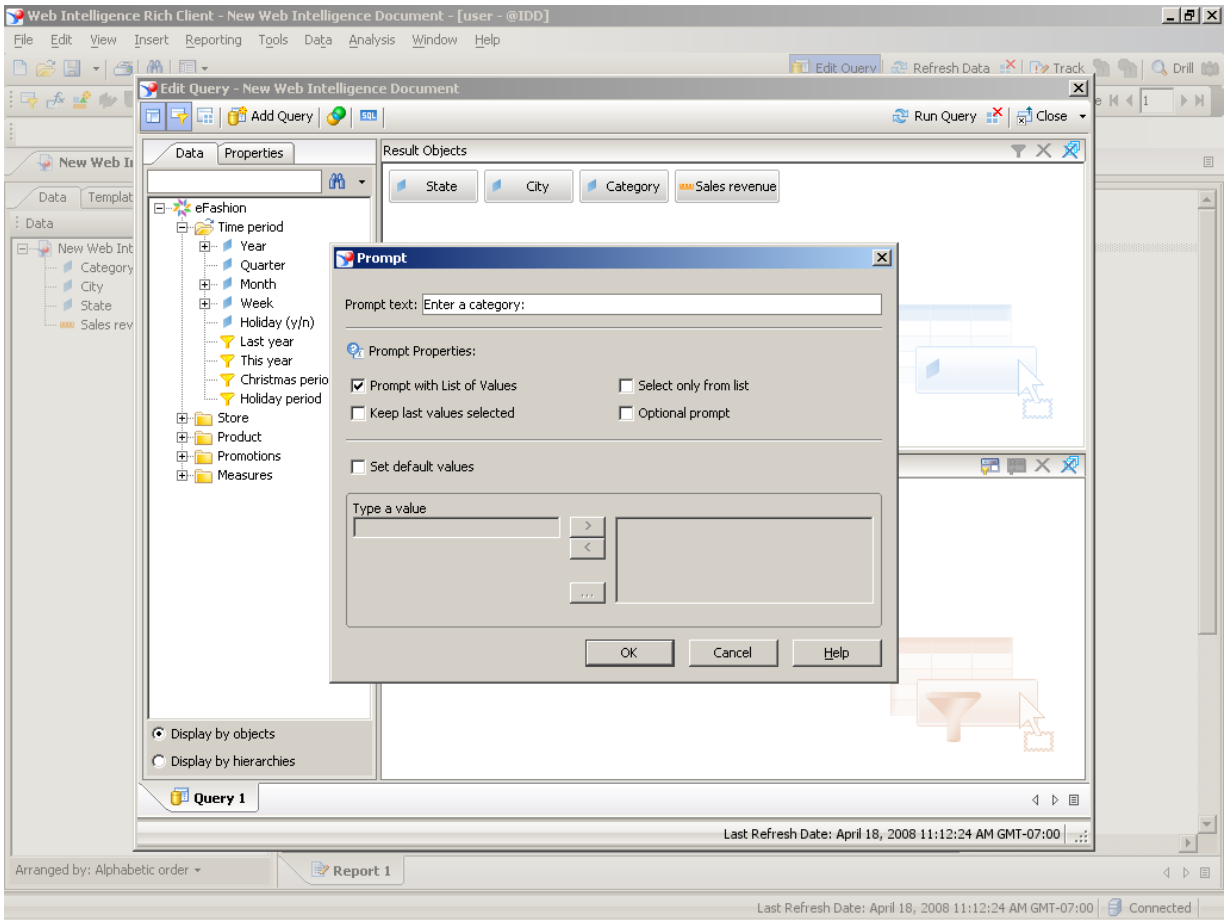
17. Click **In list**.

18. Click **Type a constant**.

19. Click **Prompt**.

20. Click **Prompt Properties**  .

Prompt

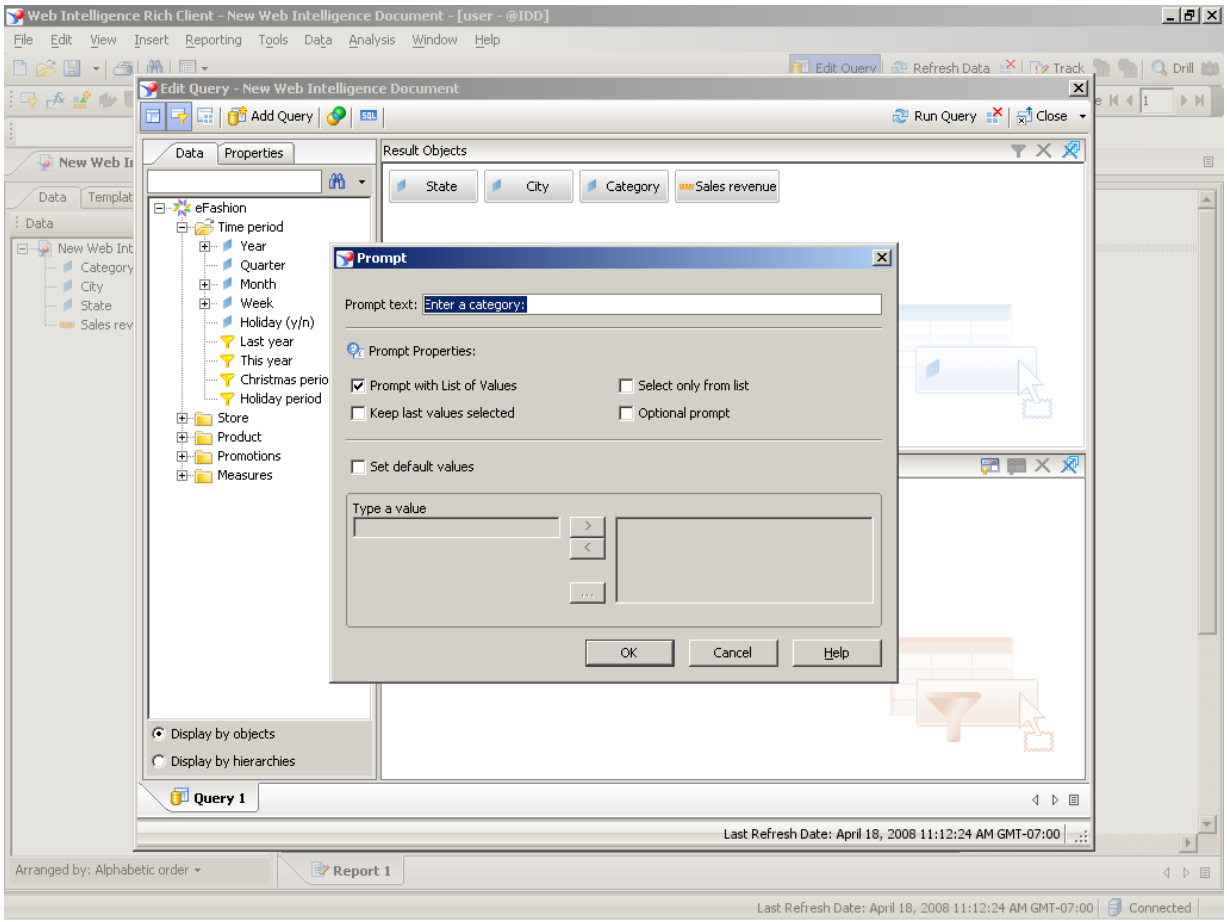


21. Click in the **Prompt text:** field.

You can change the prompted text that appears.

In the actual application, you would highlight the text with your mouse and then type over it.

Prompt



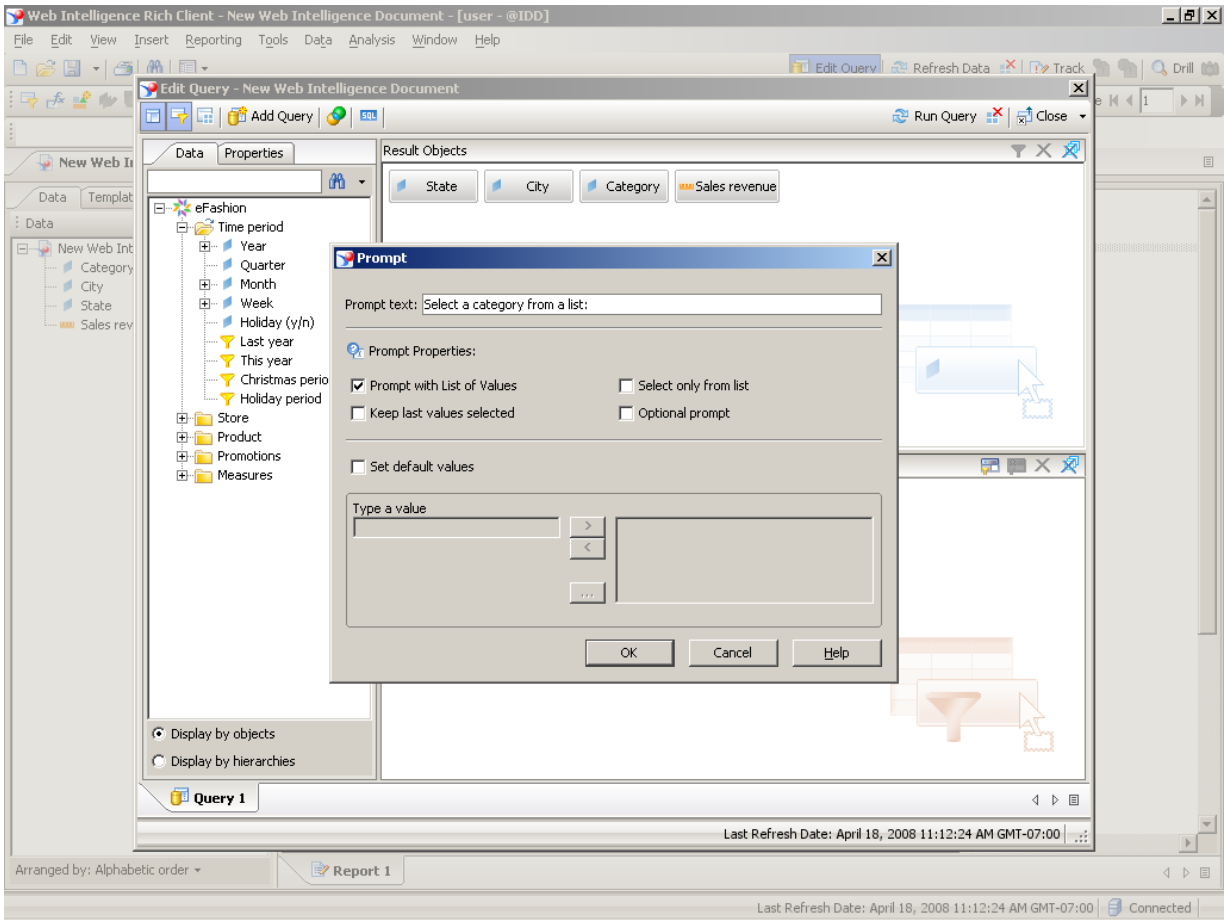
22. As required, complete/review the following fields:

Field	R/O/C	Description
	R	**Example:** Select a category from a list:

You can change the prompted text in the Prompt text box.

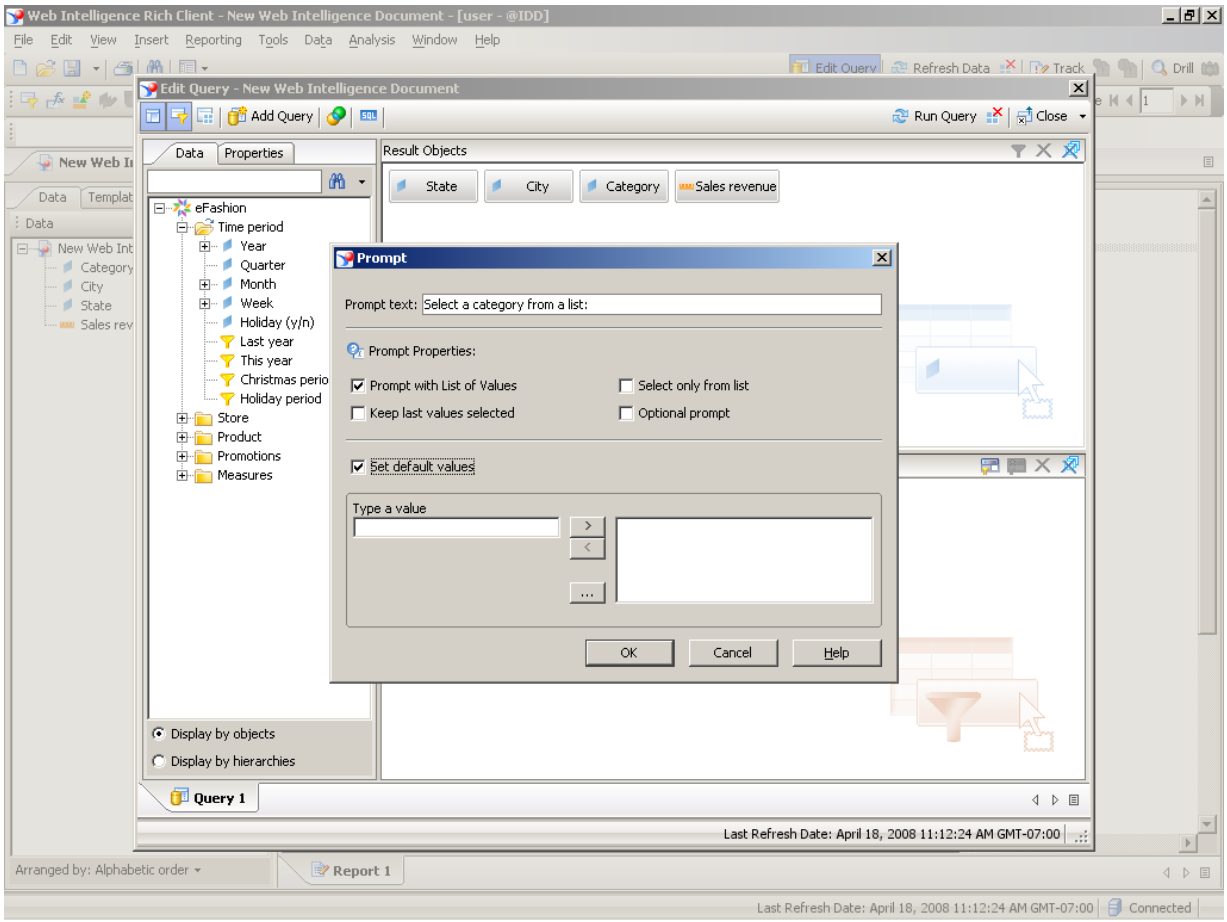
Enter the desired information.

Prompt



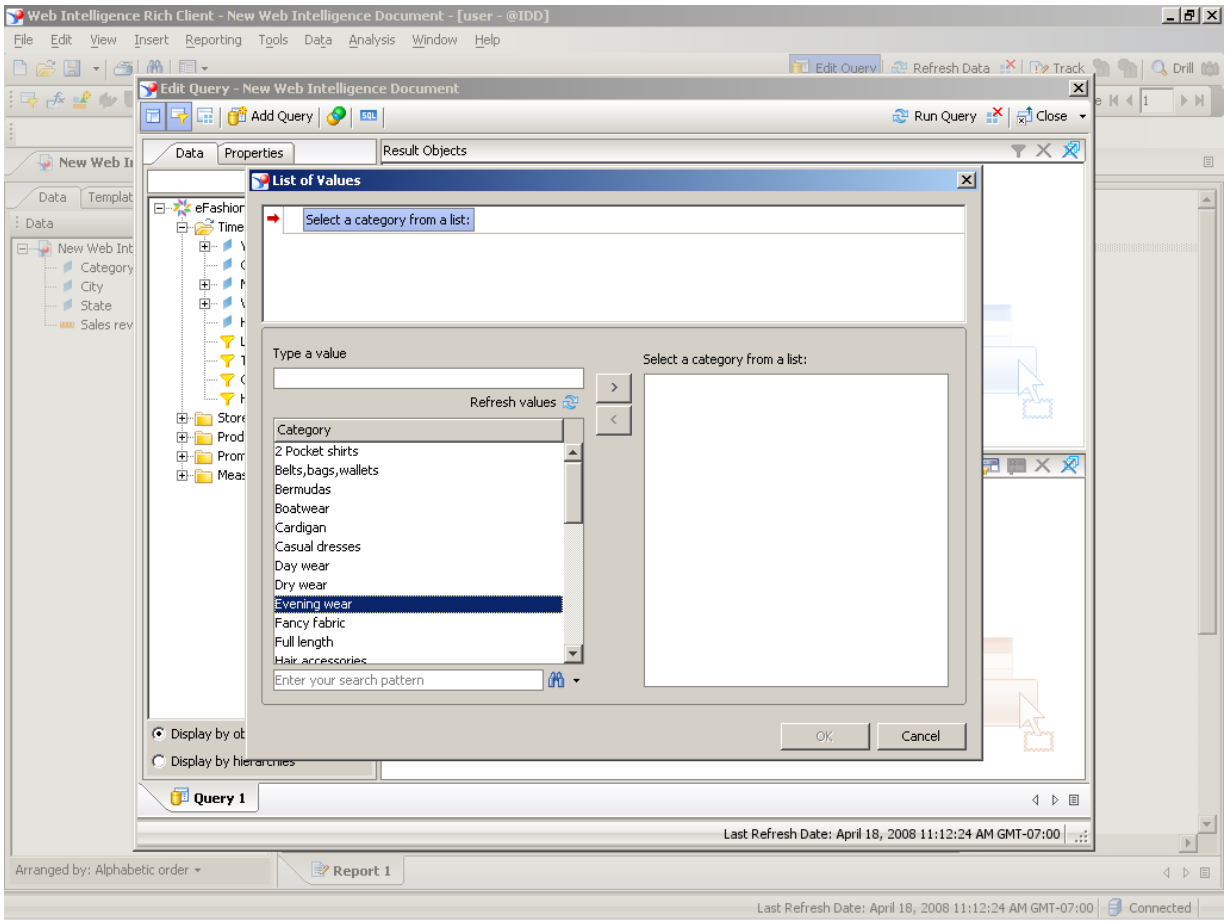
23. Click the **Set default values** checkbox.

Prompt



24. Click the **ellipsis** button ....

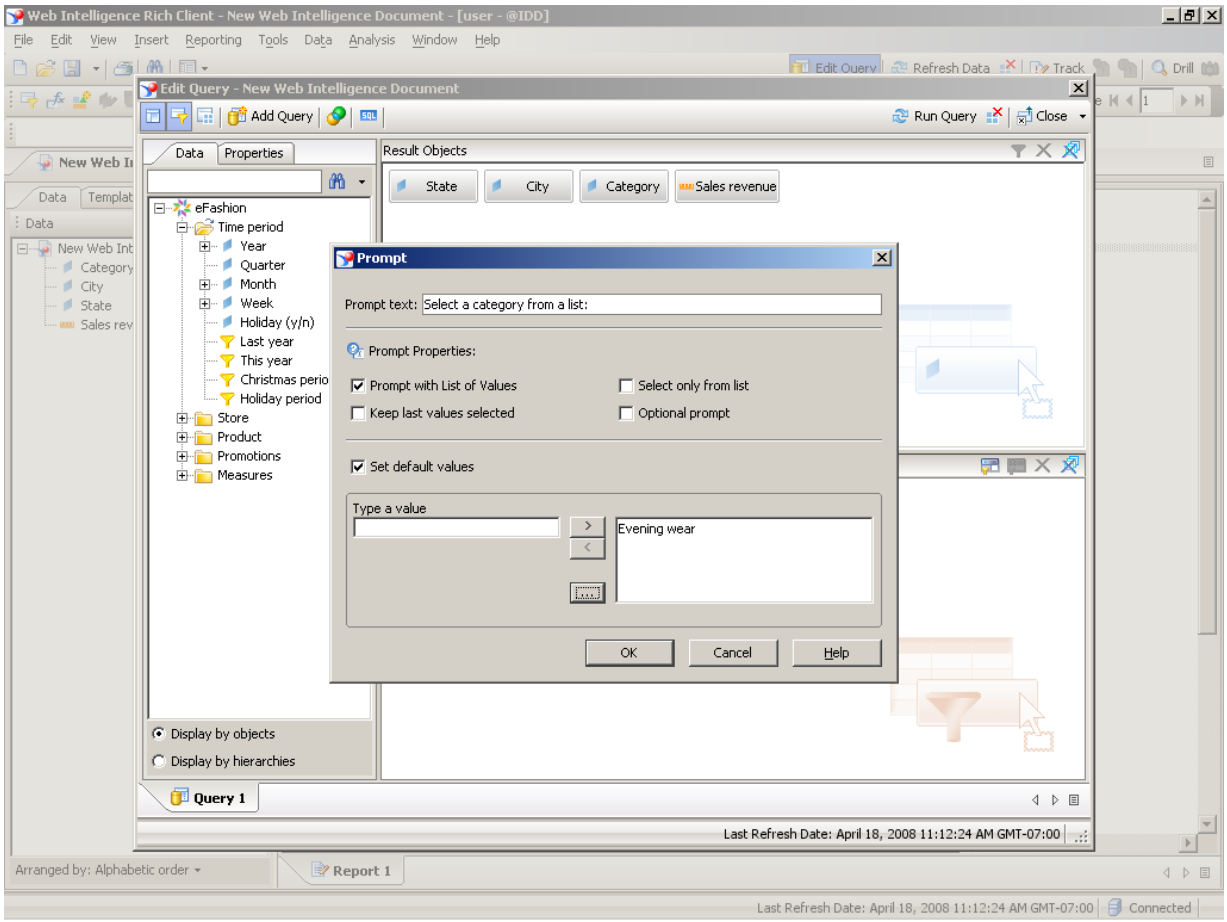
List of Values



25. Double-click **Evening wear**.

26. Click **OK**.

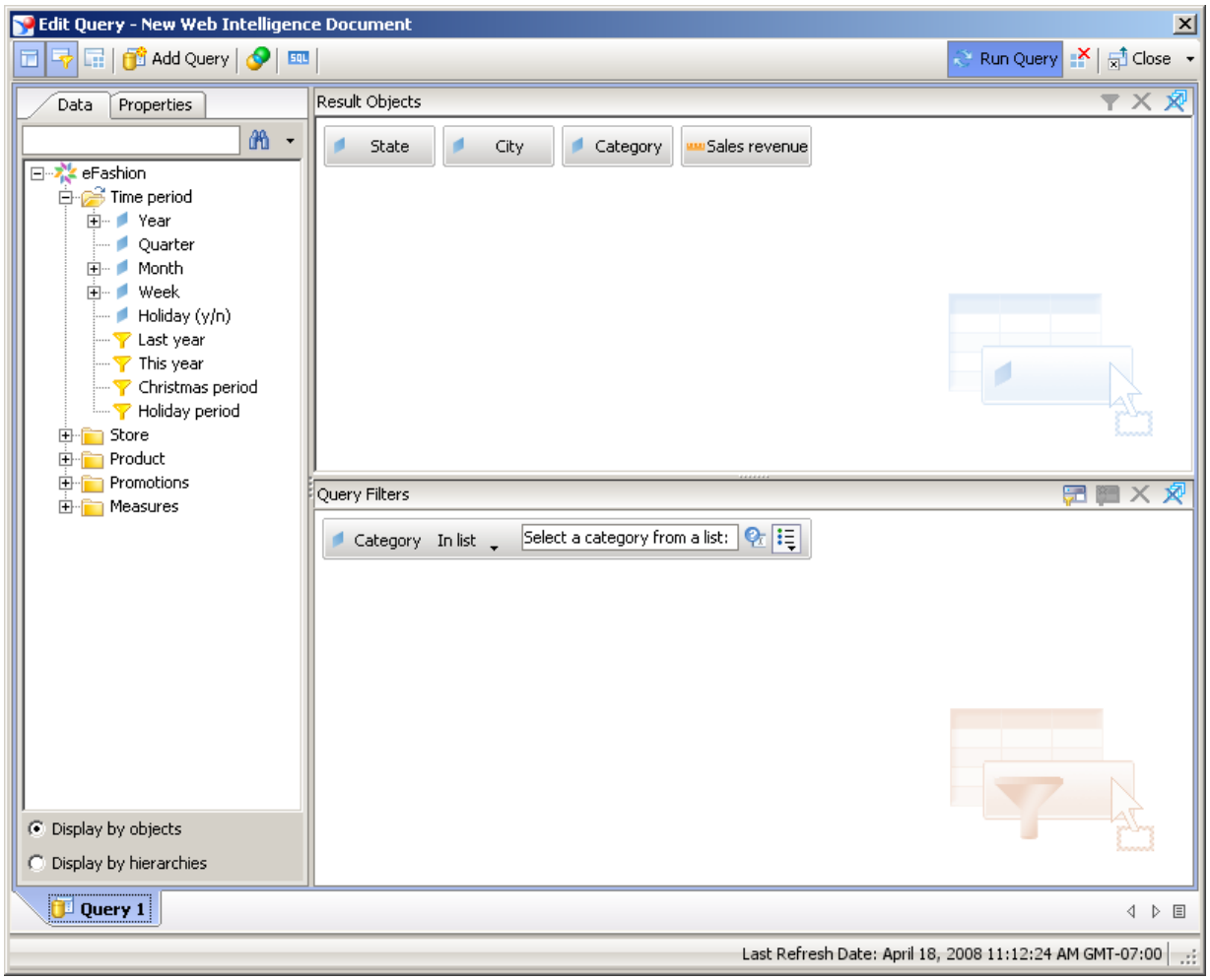
Prompt



27. Click **OK**.

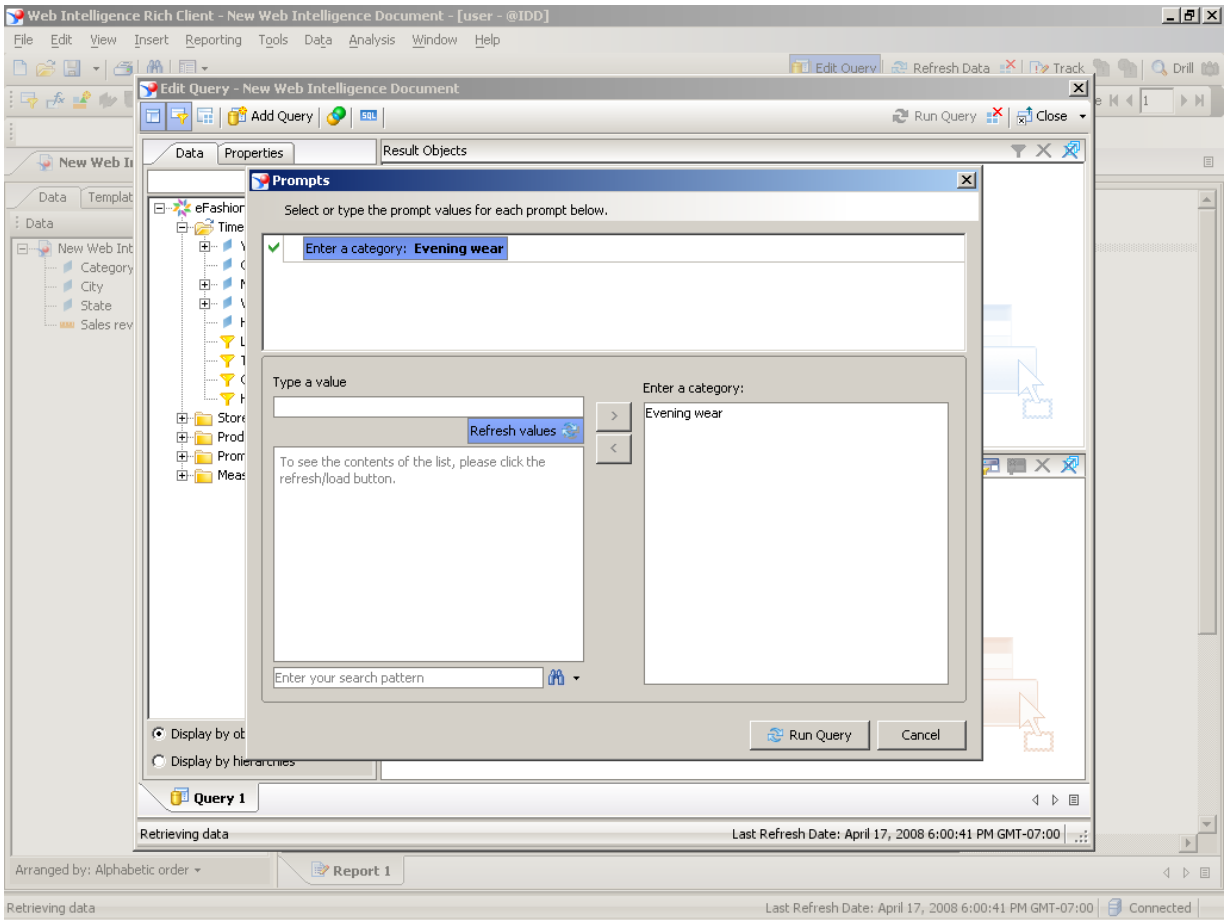
Evening wear is now the default value.

Edit Query



28. Click **Run Query**.

Prompts

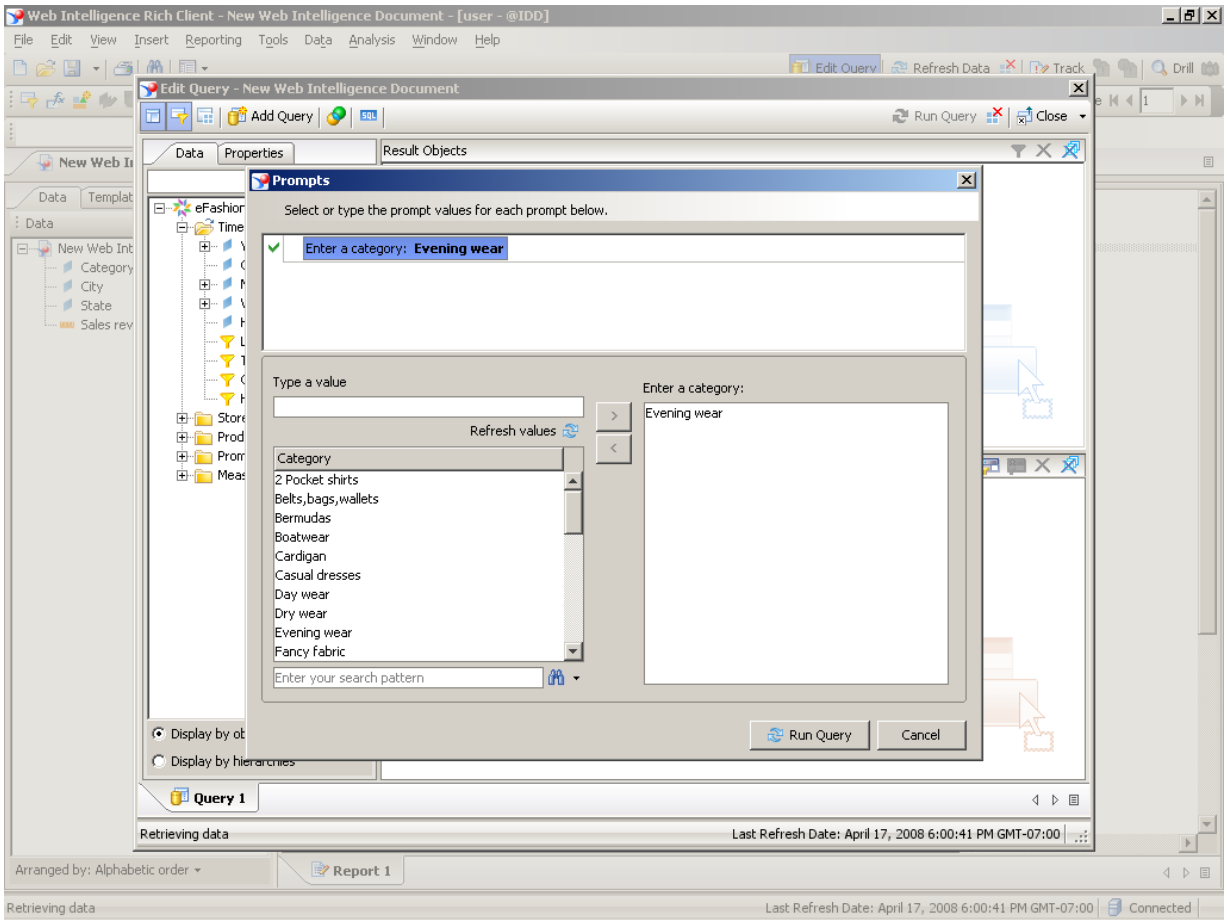


29. Click **Refresh values**.

Notice that the value you specified, Evening wear, is presented by default in the Prompt zone.

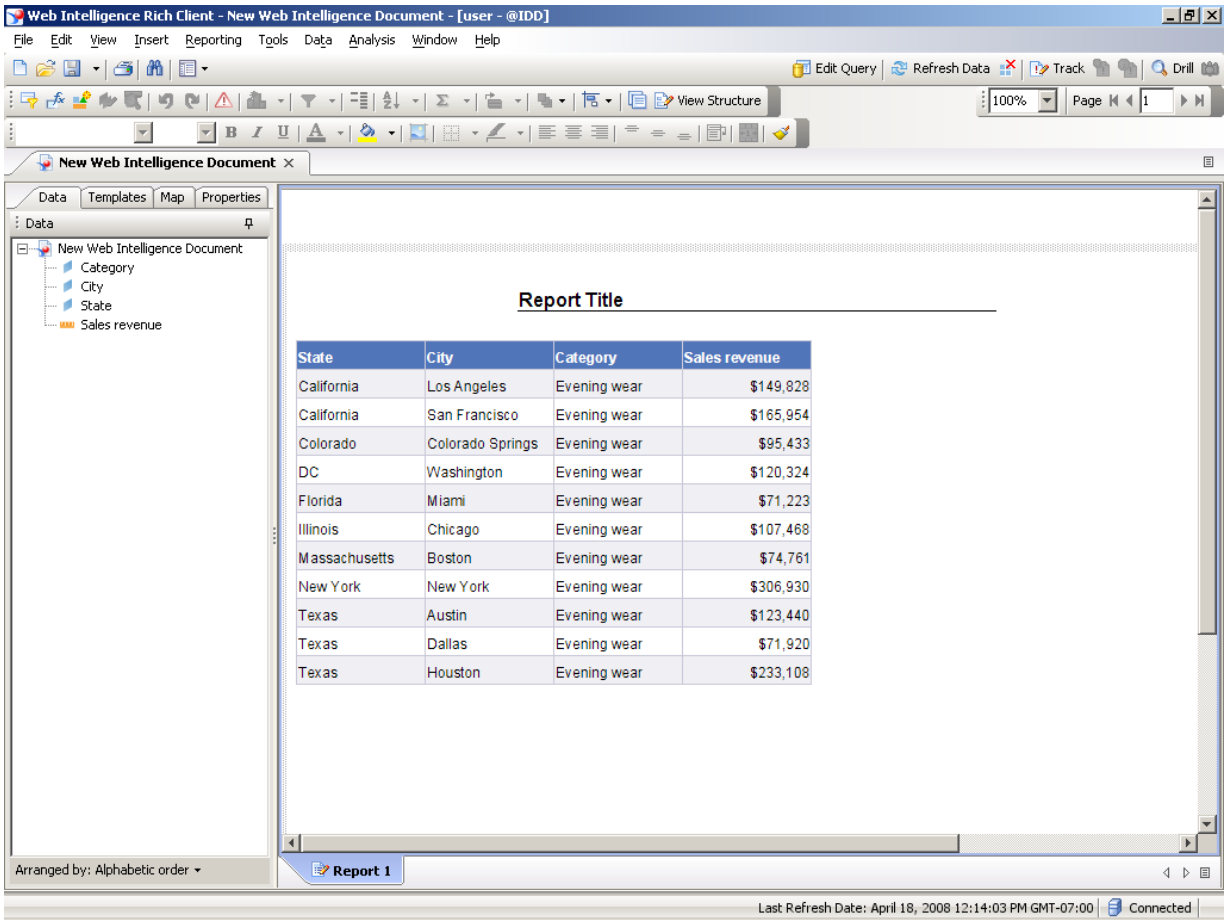
You can refresh the list to see the full list of values again.

Prompts



30. Click **Run Query**.

Web Intelligence Rich Client



31. Press [Enter] to continue.

Now the report displays only data concerning evening wear.

Press **[Enter]** to continue.